

HUMAN RESOURCE OFFICE
THE ADJUTANT GENERAL OF VIRGINIA
BUILDING 316, FORT PICKETT
BLACKSTONE, VA 23824-6316

NATIONWIDE ARMY AGR VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 108-09

POSITION TITLE: Agency Program Coordinator (APC)

GRADE: SSG/E-6

DMOS: 44C30

FEMALE ASSIGNMENT ELIGIBILITY: Yes

UNIT: JFHQ-VA, USPFO

LOCATION: Fort Pickett, Blackstone, Virginia

OPENING DATE: 26 June 2009

CLOSING DATE: 28 July 2009

POC FOR ADDITIONAL INFORMATION: SFC Sharon Hagans (434)298-6249
/DSN 438-6249 or MAJ Nathaniel Williams, (434)298-5343/
DSN 438-5343

WHO MAY APPLY: Open to all AGR/Military Technicians/Traditional
enlisted, grades E-4 through E6, who are members of the Virginia Army
National Guard or who are eligible to become members of the Virginia
Army National Guard.

NOTE:

In regards to ALL current and future AGR Vacancy Announcements
open to SSG and above, the following applies:

For entry into the AGR Program, SSG or above, must possess the
required grade and MOS level authorized for the AGR duty
position.

For Subsequent duty in the AGR program, SSG or above who do not
posses the required MOS, must become MOS qualified within 12
months.

In regards to ALL current and future AGR Vacancy Announcements
open to SGT and below, the following applies:

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SGT and below, if not MOS qualified in the required MOS for the vacancy announcement, must be qualified within 12 months (entry and subsequent tours).

BRIEF DUTIES AND RESPONSIBILITIES: As the Agency Program Coordinator (APC), the incumbent drafts policy regarding operation of the charge card program within the state. Incumbent coordinates with NGB Program Coordinator. Performs program oversight of all travel charge card accounts to ensure DOD, DA, NGB, and State, policies and procedures are implemented and followed. Analyzes and reviews individual charge card and Automated Teller Machine (ATM) activity to identify potential abuse and /or non-official use. Provides technical supervision of subordinate Local Program Coordinators (LPC). The APC conducts training for state/activity LPCs as necessary. Requests, receives and reviews information reports from the charge card company through electronic means. Serves as primary point of contact for debt management for the travel card program. Additional responsibilities include coordinating with the vendor, NGB and LPCs for special services supporting mission requirements. Receives purchase orders, contracts, pay and travel orders, Government Bills of Lading, Government Transportation Requests and similar documents for obligation against appropriated funds. Performs research of current accounts, historical data and source documents to develop and explain detailed accounting information not otherwise readily available. Performs other duties as assigned.

QUALIFICATIONS FOR ENTRY IN THE AGR PROGRAM:

MEMBERSHIP: When applying for an AGR position on full-time National Guard duty (FTNGD) under State control, must be a federally recognized ARNGUS soldier. Appointment, or enlistment, must be completed prior to reporting to an initial AGR entry point.

AGE: If an enlisted soldier, must be 18 years of age and not have reached his or her 55th birthday.

PHYSICAL AND MEDICAL: Must be medically certified as drug free, be tested negative for human immunodeficiency virus (HIV), per AR 40-501 and AR 600-110. Must meet the body composition standards prescribed in AR 600-9. Must meet the medical fitness standards for retention per AR 40-501, chapter 3 in AR 600-9. Must meet the medical fitness standards for retention per AR 40-501, chapter 3.

MILITARY EDUCATION: If an enlisted soldier, must have completed initial entry training (IET)

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YEARS OF SERVICE: Must be able to complete a 3-year initial tour of AD or FTNGD prior to completing 18 years of AS. The date of mandatory removal from an active status based on age, or service (without an extensions), under any provisions of law or regulation.

REENLISTMENT OR EXTENSION: If an enlisted soldier, must be eligible for reenlistment or extension per NGR 600-200 (ARNGUS).

ADMINISTRATIVE REQUIREMENT: Must sign an appropriate certificate of agreement and understanding relative to service on AGR status.

HOW TO APPLY: Interested applicants must submit the following documents:

1. Completed NGB Form 34-1 (**signed and dated**)
2. Copies of last five NCOERs/OERs, if applicable. E4 and below submit a letter of recommendation from your commander.
3. **Certified** copy of DA Form 2-1. Certified means having the Personnel Services Branch (PSB), stamp or type that your DA Form 2-1 is a "True Copy" and a signature by PSB personnel **not older than 1 year**.
4. Copy of current physical (DD2807-1 and DD2808 completed within the last five years or copy of the automated MEDPROS data sheet.
5. Photograph in Class A uniform (taken within the last 12 months). **Official photo not required. Photo must be dated.**

NOTE:

If applicant is deployed, photo may be taken in ACUs.

If applicant has not been issued the Class A uniform, photo may be taken in ACUs. A memo from the unit Supply Sergeant must be submitted stating that the Class A Uniform was never issued.

6. Documentation to support all periods of duty/service creditable for retirement. Any of the following may be used **DD Forms 214, DA Form 1506, or NGB Forms 23/23B**).
7. Any additions information the applicant may wish to submit for consideration (i.e., DA Form 705, Height and Weight Statement, etc.).

SECURITY CLEARANCE: Position requires a "SECRET" security clearance. Must be able to obtain as a minimum, an "interim" clearance **prior to**

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appointment to the position. Soldiers with a prior revoked or denied clearance are not eligible for either an interim or a waiver and should not apply. If tentatively selected for a position and soldier cannot be granted an interim clearance prior to appointment to the position, the offer for the position may be revoked. Non USA citizens are not eligible for a security clearance per DOD 5200.2R.

QUALIFICATION REQUIREMENTS: Must meet all selection criteria IAW NGR 601-1, 600-200, 600-5, 600-10 and AR 135-18.

SPECIAL INFORMATION: Incomplete applications submitted for this vacancy announcement will not be considered. Applicants are responsible for maintaining current information on their application. Failure to provide current information may result in non-referral for consideration.

REMARKS: Submit applications to this HQ, ATTN: JFHQ-VA-J1-M, Building 316, Ft Pickett, Blackstone, Virginia 23824-6316, NLT close of business of the above closing date.

Do not submit application packets in notebooks, folders, document protectors or with any other form of binding. **No faxed or scanned applications will be accepted.**

A complete listing of all current Virginia National Guard AGR Employment Opportunity Announcements is available at <http://vko.va.ngb.army.mil/virginiaguard/> click on Virginia National Guard and then click Job Vacancies.

FOR THE ADJUTANT GENERAL:

//signed//
THOMAS L. MORGAN III
LTC, GS, VaARNG
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